



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 103 - Organizational Planning and Preparedness

Organization Planning and Preparedness - 103.00		
S.O.P. # 103.03	Issuance of General Orders	PAGE: 1 OF 1
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103.03.01 Purpose

To define the policies and process for which General Orders are created and managed by the Department.

103.03.02 General

A General Order is a temporary or short-term instruction to general staff. General Orders are primarily used to give short term direction and/or solutions for issues and/or matters that are minimal in duration yet may pose major in impact to either operations or safety. General Orders may also be used to communicate instructions or guidance to general staff in an immediate manner when the crafting of a Standard Operating Procedure (SOP) may be impending or in process.

103.03.03 Policy

- General Orders may be issued by the following personnel:
 - Department Director,
 - Jurisdictional Medical Director;
 - Division Chief.
- General Orders are valid for a period of three hundred and sixty five (365) days from the time of issuance or sooner as prescribed by the issuer.
- Orders that are going to be permanent beyond three hundred and sixty five (365) days shall be formulated into a SOP per SOP #101.02 - SOP Development and Implementation Policy.
- General Orders are to follow the standard format.
- General Orders shall be publicly posted on PowerDMS™.